




LIBRARY POLICIES AND PROCEDURES

JUNE 2025

REVISED AND SUPERSEDES ALL PREVIOUSLY REVISED EDITIONS

Fairhope Public Library Policies

Rev. 2025

	FAIRHOPE PUBLIC LIBRARY	Effective Date
		When Approved
		Supersedes
		All previous versions

LIBRARY POLICIES AND PROCEDURES

Adopted by the Board of Trustees
(Effective: June 2025)

DIRECTOR
Robert Gourlay

BOARD OF TRUSTEES
Randal Wright, Chairman
Andy Parvin, Vice-Chairman
Anne Johnson, Secretary
Debra Langham
Dan Stankoski

CITY COUNCIL LIAISON
Jimmy Conyers

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GENERAL PURPOSE

Our Vision

Welcome to the Fairhope Public Library (the Library or FHPL). The Library serves our community as a guide to worldwide information, a center for learning, and a source for leisure reading.

Our Mission

Our mission is to provide access to information to contribute to the intellectual, cultural, educational, and recreational life of the community. The Library serves all ages, encourages the love of reading and the pursuit of knowledge, and champions democracy by fostering the free exchange of ideas.

Governing Body

The responsibility for the direction of the Library and the establishment of its policies will belong to a Board of Trustees appointed by the Fairhope City Council. This Board will employ a Director to administer its policies.

OUR CORE VALUES

1. We believe that reading improves lives.
2. We believe that the library's chief purpose is to support the individual pursuit of knowledge and life-long learning.
3. We believe that the library should be an institution for civic exchange and a community forum for ideas.
4. We believe that the bedrock of library service is a collection of reliable sources, preserving the best from the past and keeping current with new discovery.
5. We believe that literacy and the ability to learn are basic tools of economic opportunity and personal success.
6. We are committed to children, youth, and their families.
7. We value our patrons, we respect them as individuals, and we benefit from the diversity of cultures they represent.
8. We believe that the freedom to read whatever one chooses is a right as profound as free speech. We defend that right and protect the privacy of a person's use of the library as a sacred trust.
9. We take pride in our responsiveness to community needs and individual interests.
10. We strive for equity of access to library services across Baldwin County.
11. We embrace electronic information sources as new tools for extending the library's usefulness.
12. We believe that our library is a community anchor, strengthening the community we serve and reflecting the culture of the citizens.
13. We believe that the library facility should provide space and surroundings conducive to learning as a reflection of the value our community places on education.

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BORROWING RESPONSIBILITIES

- The issuance of a Library card involves responsibilities as well as privileges. The privilege of free use of Library materials entails proof of eligibility and respect for circulation restrictions.
- Patron responsibilities include:
 1. Return of borrowed materials by the due date
 2. Care of materials to avoid damage
 3. Payment for any overdue fines
 4. Payment of fees for damaged or lost items

BORROWING PRIVILEGES

LIBRARY MEMBERSHIP

- Library membership is free to residents who reside in Baldwin County.
- Library membership is free to people working in Baldwin County. Proof of employment must be shown.
- The minimum age to obtain a Library card is 3 years. The borrower types are as follows:
 1. Adult cards are issued to persons 18 years of age and older.
 2. Minors-All Access: May borrow from all collections.
 3. Minors-Teen Access: May only borrow Teens, Juvenile and Preschool Collections.
 4. Minors-Juvenile Access: May only borrow from Juvenile and Preschool Collections.
- Cards are issued to minors for persons 3 years old to 17 years old. Minors must have a responsible party attached to their card. This would be a parent or legal guardian of said minors. This requires the responsible party to have their own library account.
- In accordance with Alabama Public Library Service Administrative Code Section 520-2-2-.03(2)(k) library cards for minors under the age of 18 must require parental approval before a minor's card is permitted to checkout materials from the library's adult sections.
- Teens and Juveniles may be granted cards with access to all collections only if the parent/guardian of the child first signs a waiver that permits access.
- A charge of \$2.50 will be assessed for the replacement of lost or damaged cards. Patrons must present picture IDs to receive a replacement card.

REGISTRATION

- Each patron will be asked to complete a membership application form. This form requires:
 1. Full legal name
 2. Street address & Mailing address if not the same
 3. One personal phone number & one alternate contact number (i.e. family member, friend, employer)
 4. Picture ID
 5. Proof of Baldwin County residency or employment if picture ID does not have current address (i.e. rent or car tag receipts, postmarked mail, hunting license, pay stub)
 6. Date of birth
- It is the patron's responsibility to inform the Library of change of address or telephone number(s).
- A card will not be issued until the patron has provided all essential information requested on the membership application form.
- Cards are renewed every 2 years after the initial one-year period.

BORROWING

- When the membership application has been completed and identification and address verified a permanent library card will be issued. The person to whom it is issued must sign the card upon receipt. This will also allow the patron to access the computers in the Library.
- All information in patron records is for the purpose of conducting daily Library business. This information is confidential in nature and will not be given out to unauthorized individuals or for any other purpose than to carry out the normal procedures of the Library.

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TEMPORARY CARDS

- Temporary cards are for patrons that are visiting the area for a **minimum** of one month.
- Patrons must show picture identification, proof of permanent residence (a driver's license with this information would suffice), and proof of current/local residence with a local contact person. Any piece of mail with patron's legal name would be sufficient for proof of address.
- Only adults are eligible for temporary cards.
- Patrons may only borrow 5 items, regardless of format, at a time.
- Patrons will be allowed to check out items until their departure date. This is the date that the card will be set to expire.

COLLEGE STUDENTS

- Students enrolled at the Fairhope campuses of Coastal Alabama Community College (CACC) and the University of South Alabama (USA) have the privilege of using the Library as follows:
 1. Students presenting their student ID cards may obtain a Library card to check out materials. Cards must be valid for the current semester. An official current schedule is also permitted as ID.
 2. All materials must be returned on time and no later than the end of the semester.
 3. ID cards will be invalid between semesters. *No materials will be checked out to CACC and USA students between semesters.*

CURBSIDE SERVICE

The Fairhope Public Library began Curbside Service for patrons that wanted to pick up holds in 2020 during the middle of the COVID-19 pandemic. Our patrons have benefited from the ease and convenience of this service. The Library will continue to provide this service to the public. Please read our instructions for taking advantage of this service.

1. Call us at 251-928-7483 to schedule an appointment to pick up your hold items.
2. Drive your vehicle to the Bancroft Street driveway. Make sure you bring the card associated with the items you placed on hold.
3. Call us again when you arrive. After verifying your library card we will hand you your items.

No other types of transactions during curbside service are allowed (i.e. fine payment , issuing a new card, etc.)

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CIRCULATION

REGULAR LENDING

- To check out Library materials, a patron must present an unexpired Library card, that is in good standing.
- If a card is not presented, a form of photo Identification must be presented. If picture ID is presented, only 3 items may be checked out. After 3 times of no card shown, the patron will be asked to purchase a new Library card.
- Borrowers are limited to 25 items per card, including a limit of:
 - a. 6 new books (3 FIC and 3 NF)
 - b. 5 audio books (limit of 3 new)
 - c. 5 children's audio books
 - d. 5 teens' audio books
 - e. 7 DVDS (Adult cards only)
 - f. 5 music CD's
 - g. 5 periodicals
- All materials may be checked out for a period of 2 weeks, with the privilege of 2 renewals, with the exception of non-circulating materials (see below), new items, and items on hold.
- Books and audios that are overdue, or on hold, may not be renewed online.
- Designated periodicals may be checked out for 2 weeks.
- DVDs may be checked out only on an adult card and may be kept for 2 weeks, with the privilege of 2 renewals.
- Reserved materials will be held at the front desk for 5 days from the date of their arrival.

WI-FI HOTSPOT LENDING POLICY

- The Baldwin County Library System has established a Wi-Fi hotspot lending program to provide patrons in our community with high-speed internet access. With this program, students can use the Internet for help with homework and projects, employees can travel with reliable internet access to meetings and presentations, and patrons can have home access to the library's digital resources such as our databases, eBooks, streaming music and movies. Patrons will be able to take advantage of our Wi-Fi hotspot lending program with any Baldwin County Public Library card.
- The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. Any use of the device for illegal purposes, unauthorized copying of copyright protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited. The hotspots are routinely monitored by our service provider, Mobile Beacon, and are CIPA compliant.
- Wi-Fi hotspots may be borrowed by Baldwin County Public Library adult card holders with library cards in good standing (i.e. library cards that are not blocked due to unpaid fines or lost material). Checkout is limited to one per household at any given time. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices.
- Hotspots may be borrowed for 2 weeks. They must be returned in person to the Circulation Desk and never in the book drop. If damage to the device is discovered by Library staff, these costs will be added to the patron's account. The overdue cost for the item is \$1.00 per day up to \$5.00. If a hotspot is not returned, the borrower will be charged a \$75 replacement cost. Three (3) late returns for any hotspot checkout will result in that patron losing hotspot borrowing privileges for 30 days. If returned late a fourth(4th) time, the patron will lose hotspot borrowing privileges for 6 months. After five (5) late returns, the patron will be banned from borrowing any hotspot devices for life.

Guidelines for Borrowing and Use

- Hotspots can only be checked out and returned to the circulation desk. DO NOT USE THE BOOK DROP.
- Borrowers must have a valid adult library card and be in good standing with the Library.

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- Hotspots check out for fourteen days and can be renewed once as long as there is no one waiting on the holds list.
- Borrowers, along with a library staff member, will verify that all accessories are present at the time of checkout and check-in (case, device, power adapter, instructions).

Fines and Liability

- The overdue fine is \$1.00 per day for a maximum of \$5. When the hotspot reaches 24 hours past due it will be deactivated, rendering the device unusable.
- The borrower is responsible for the costs associated with damage or loss of the hotspot and all accessories due to neglect or abuse. The complete replacement cost for the hotspot is \$75.

Proper Care and Use

- As with any electronic device, do not leave the hotspot in a hot vehicle for an extended period of time.
- Do not remove the sim card for any reason.
- If the hotspot prompts you to update its software you may accept. The software update should only take a few minutes.
- If your device displays a message that says, "Data Limit Reached," try turning the device off for a few minutes and then restart. Periodically, there will be heavy network congestion and you might have to wait until the congestion period is over before the device works properly.
- Do not leave the hotspot plugged in. Once it is fully charged, unplug it and let the battery run down before charging again. Please return the hotspot fully charged. Hotspots can only be checked out and returned to any Baldwin County Public Library circulation desk. DO NOT USE THE BOOK DROP.

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SPECIAL LENDING

- 2 items labeled as "Reference for Checkout" may be borrowed for 2 weeks with no renewals.
- Test Preparation books are allowed to check out, through the Reference desk, with a \$20 refundable deposit for 2 weeks with no renewals.

NON-CIRCULATING MATERIALS

- The following materials do not circulate
 1. Reference and Reference Ready
 2. Special Collections
 3. Rare Books
 4. Vertical File resources
 5. Current issues of periodicals (in black folders)
 6. Reference magazines
 7. Newspapers

LOST AND DAMAGED MATERIALS

- A patron is responsible for all materials checked out on his/her Library card. A patron shall notify the Library immediately if his/her card has been lost or stolen so that the Library may delete this number from the computer and issue a new card number.
- If the patron finds and returns the lost book within 30 days of payment, the cost will be refunded. After 30 days, the cost will not be refunded even if the book is returned. In this case the patron may keep the book or return it to the library.
- Case replacement charges:

Hotspot	\$11.00
Binge Box	\$11.00
Playaway Case	\$4.00
DVD Case (1-2)	\$3.00
DVD Case (2-4)	\$4.00
DVD Case (4-6)	\$5.00
DVD Cover Art Insert	\$3.00
Music CD Case	\$3.00
CD (audiobook) Case (1-10)	\$5.00
CD (audiobook) Case (10+)	\$6.00
CD sleeves	\$2.00
Bar Code	\$2.00
Playaway Hinge	\$2.00

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FINES, FEES

- Replacement fee for a lost Library card is \$2.50.
- A fine of 10 cents per item per day will be levied on regular lending materials returned after their due date. This fine will not exceed \$5.00 per item (or \$25.00 per patron), provided materials are returned in good condition.
- Account balances that total over \$5.00 will be blocked from checking out additional materials. Access to digital resources will be blocked including access to library computers.
- An additional \$35.00 inconvenience fee will be charged for any returned checks. Only cash payment will be taken to pay for the balance if this occurs.
- Overdue A/V items are charged at \$0.50 per day (maximum \$5.00 per item), including DVDs, audio books, CDs, and Playaways.
- Mobile Hotspots are charged overdue fines at \$1.00 per day.
- Fines for damage to items will be levied at the discretion of Library staff.
- Charges on lost materials will be the full replacement price of the item plus any overdue fines.
- The Library charges a nominal fee (posted on each machine) for copies made on the public copiers and/or printers. Printing/copying fees are:

Letter Size 8.5x11"

Black & White \$0.30/page

Color \$0.60/page

Legal Size 8.5X14"

Black & White \$0.50/page

Color \$1.50/page

Ledger Size 11x17"

Black & White \$0.50/page

Color \$1.50/page

****cost for 2-sided copying is double****

- Mobile Printing is also available and the cost is the same as when using Library-Owned Computers.
- Outgoing faxes are charged \$1.50 per page not including cover sheet. Incoming faxes are not permitted.
- It is free to scan to email using the public copier/scanner.
- The Library keeps records of all fines and periodically notifies patrons of overdue materials and/or fines owed.
- After any patron is notified once, either by telephone, mail, email, or in person, he/she, and family members, may be subject to suspended borrowing privileges, until materials are returned and fines are paid.

City of Fairhope Ordinance 818 makes it: unlawful for persons to fail or refuse to return books or other property of the Fairhope Public Library. Upon conviction, offenders may be fined up to \$500 or imprisoned at hard labor for not more than six (6) months.

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MATERIALS ACCESS

The Fairhope Public Library Board of Trustees reaffirms its belief in the following basic policies, which should govern the selection of and access to materials and services provided by the Library:

- The *Library Bill of Rights*, adopted by the Council of the American Library Association in 1948, amended in 1961 and 1967 and revised in 1980. <http://www.ala.org/advocacy/intfreedom/librarybill>
- The *Freedom to Read Statement*, as adopted by the Alabama Library Association in 1953. <http://www.ala.org/advocacy/intfreedom/freedomreadstatement>
- *Labeling Systems: An Interpretation of the Library Bill of Rights* <http://www.ala.org/advocacy/intfreedom/librarybill/interpretation/labeling-systems>

See Appendices A, B, & C

LIMITED ACCESS FOR MINORS:

- Video checkout – restricted to adult cards.
- Internet access – All computers are filtered in accordance with the *Children's Internet Protection Act*. <https://www.fcc.gov/guides/childrens-internet-protection-act>
- Library card applications for minors must be signed by parents/guardians giving permission for Internet access.
- There are library sections designated for minors with age appropriate materials: Teens, Juvenile, and Preschool Rooms.
- In accordance with Alabama Public Library Service Admin Code Section 520-2-2-.03(2)(i), the library makes every effort to ensure that library sections for youth under the age of 18 remain free of material deemed inappropriate for minors. The library director and Board of Trustees ensure that materials and resources selected for all sections of the Library reflect the diverse values, beliefs, and interests of the community. (See the Library's Vulnerable Child policy).
- In accordance with the Alabama Public Library Service Administrative Code Section 520-2-2-03(2)(f)12: The Library Director, working within the policies approved by the Library Board of Trustees, will give advance approval of all materials recommended, displayed, or otherwise actively promoted to children or youth.

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INTERLIBRARY LOANS

REQUESTS:

- Interlibrary Loan is a service that we provide to patrons who are library card holders at a Baldwin County Library.
- Patrons should check the Library OPAC to determine if the requested material is not available at any Baldwin County Library.
- Interlibrary Loan Request forms are available at the Reference Information Desk. Staff will assist patrons with filling out forms. Reference Staff should then check the website www.worldcat.org for lending availability.
- Special attention should be paid as to whether the item is in Reference or Special Collections at the lending libraries.
- Requests for Items published during the last year or are in high demand as well as Special Collections, Reference materials, Audio Visual items and e-Resources are not available through Interlibrary Loan.
- Request forms should be filled out as completely as possible including author, title, publisher, and publication date.
- Patrons are limited to 5 simultaneous requests at a time.
- Fees of \$5.00 for books and \$3.00 minimum for journal articles, depending on the number of pages copied, must accompany requests. If any further fees are assessed by the lending library, patrons will be informed before the item is requested.

PROCESSING:

- FHPL staff will prepare the items for check out and inform patron of the items' arrival.
- Some materials may be designated as "In Library Use Only" and cannot be checked out.
- Loan times are two weeks. Renewals are at the discretion of the lending library and must be requested from Technical Services staff.
- Overdue fines for ILL's are .50 cents per day.
- Patrons who damage items will be responsible for the cost and fees assessed by the lending library.
- Patrons who lose ILL materials will be billed for the replacement cost of the item plus a processing fee assessed by the lending library.
- Patrons who incur excessive fines or lose items or fail to pick up requested items may have their ILL privileges revoked or suspended.

Sample Request Form – Appendix J

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CONFIDENTIALITY OF LIBRARY RECORDS

- Pursuant to the Code of Alabama, 1975, Sections 41-8-9 & 41-8-10, the Circulation and Registration Records of the Library are not available to the public.
- Circulation records and other records identifying materials borrowed by individual Library users are confidential in nature. The automated circulation system deletes these items from public records when materials are checked in.
- The only registration record kept is within the automated system. There is no separate written record kept.
- Those agencies Identified in the Code of Alabama, 1975, Section 41-8-10 may have access upon demonstrated need and approval by the Library Director.
- Any matters relating to release or publication of the registration records not provided for hereinabove are to be referred to the Library Director. The Director shall be empowered to decide any issues arising from such matters.
- Should any portion of this policy conflict with existing State Law (Code of Alabama, 1975, Sections 41-8-9 & 41-8-10), the State Law will have precedence.

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TEST PROCTORING

- Testing is by appointment only.
- Testing times at FHPL are limited to Monday, Tuesday, Thursday and Friday from 9 am to 5 pm and Wednesday from 1 pm to 5 pm and are subject to staff availability.
- Test appointments for university or college exams may be made through the website www.smarterproctoring.com
- Tests can be received through the USPS, email, FAX, FedEx, UPS, etc.
- Fees for testing are \$25.00 for tests up to 2 hours with an additional \$10 per hour. Fees are due at the time of the exam.
- Students are responsible for contacting their institution to ensure that the exam and other required materials are sent to the proctor. Tracking test deadlines are students' responsibility.
- Students must provide a current photo ID and the information on the ID must match the credentials on the testing materials.
- Tests can be written or online. The FHPL staff, on a case-by-case basis, will consider modification or the addition of software for testing.
- Calculators, pencils, calendars and scratch paper will be made available if required.
- FHPL reserves the right to re-schedule or cancel the date of any proctor test due to inclement weather, computer malfunctions, etc. The test will be rescheduled as soon as possible.
- The Library reserves the right to refuse to proctor any individual who has failed to appear at a scheduled appointed time for testing.
- At the completion of the exam the proctor will return the exam via email, USPS or fax according to instructions but will not schedule UPS or FedEx pickups.
- FHPL will retain copies of answer sheets for a three-month period after completion of exam.
- The Library cannot be held responsible for exams lost in the mail.
- Cell phones are not allowed during testing.
- Surveillance cameras are used to monitor proctored exams.

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NOTARY SERVICE GUIDELINES

The Fairhope Public Library offers Notary Public services for no charge. The Notary witnesses the signing of a document or signing of a sworn statement on a document. NOTE: Notary services are dependent on the Notary's availability. Please email director@fairhopelibrary.org to schedule an appointment.

The Library's Notary is simply witnessing the signing of a document and is only verifying the following:

1. The signer of the document appeared before the Notary.
2. The Notary positively identified the signer.
3. The signer both acknowledged the signature is his/hers, and that the signature was made willingly.

ITEMS NEEDED

1. Bring a current/valid government issued photo ID for every person who will be signing the document. This requirement also applies to witnesses. Expired IDs cannot be accepted.
2. If there is more than one party signing a document, all parties must appear before the Notary at the same time in order for a notarization to be completed.
3. If the document is clearly meant for two separate signers to sign at different times with different notarizations, the signatures may be made at separate times.
4. Bring the document requiring notarization, filled out completely, with you. All blanks in the document must be filled in before notarization; place "N/A" in blanks if not applicable.

WITNESSES

1. If your document requires witnesses, you are responsible for providing them. Witnesses may not be solicited from patrons or staff in the library.
2. A witness must: Be personally known to you.
3. Be willing to stand up in court on your behalf, be at least 18 years of age, and have a current/valid government issued photo ID.

INFORMATION AND DETAILS

1. Notary Services are dependent on the Notary's availability. Please email to make an appointment: director@fairhopelibrary.org.
2. Please do not sign any documents until the Notary is present.
3. Notary Publics are prohibited from offering legal advice to the public. Please consult with your attorney, real estate agent, or other legal professional if you have any questions before presenting a document for notarization.
4. All documents to be notarized must be in English. Notaries are not permitted to make use of a translator to communicate with a Notary client.
5. Notaries will not provide service if the customer, document, or circumstance of the request for notary service raises any issues of authenticity, ambiguity, doubt, or uncertainty for the Notary. The Library's Notary may at his/her sole discretion, decline to provide notary service.

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ELECTRONIC DEVICES

- If cell phone usage is necessary, calls must be kept at a low volume. If the noise level becomes disruptive to other patrons, the user will be asked to step into the lobby or outside of the building.
- All electronic equipment that generate sound require the use of headphones with the volume set low enough that it cannot be heard.
- Electrical cords for devices are permitted if they are kept out of aisles and do not create a tripping hazard.
- The Library provides charging stations for patron use that are equipped to charge multiple devices.
- Power outlets are throughout the Library.
- The Library is NOT responsible for any device left unattended. This includes devices left at the charging stations, personal devices left on desks, or in study rooms, etc.
- Patrons refusing to follow this policy, after appropriate reminders, will be subject to the Patron Behavior Policy and to the withholding of Library privileges as set by the Director.

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PATRON BEHAVIOR

DISRUPTIVE/INAPPROPRIATE BEHAVIOR

Disruptive/inappropriate behavior will not be tolerated within the Library or on Library property. Library staff will request patrons to cease any conduct that interferes with the use of the Library by others. Committing or attempting to commit any illegal activity that constitutes a violation of any federal, state, or local statute or ordinance will be reported to the police. The following behaviors are **not allowed** in the Library.

General

- Committing or attempting to commit any activity that constitutes a violation of any federal, state, or local statute or ordinance.
- Any behavior that, either consciously or unconsciously, violates or restricts the right of others to use the Library.
- Failure to follow a reasonable direction of Library staff.
- Violating the Library's Computer and Internet Policy.
- Violating the Library's Wireless Policy.
- Violating the Library's Cell Phone Policy.

Drugs, Alcohol, Gambling & Solicitation

- Possessing, selling, distributing, consuming or being under the influence of any alcoholic beverage or controlled substance.
- Smoking, vaping and chewing tobacco are prohibited in the Library
- Gambling on Library property.
- Soliciting, petitioning or distributing written materials or canvassing on Library premises for any purpose. Such conduct extends to any of this behavior outside of the Library premises in such a manner as to impede access to or egress from a Library facility. Materials can be submitted to staff for approval to add to the community bulletin board and table. (See Public Bulletin Board/Table Use Policy on page 24)

Harassment

- Verbally or physically harassing or threatening other patrons, volunteers or staff. Harassment may include, but is not limited to: initiating unwanted conversation, impeding access to or within the building, inappropriate gestures, abusive or profane (cursing) language, or other actions that an individual reasonably perceives to be hostile, threatening, intrusive, or offensive.
- Sexual misconduct, such as: offensive touching, verbal comments or unwanted sexual advances to patrons, volunteers or staff.

Personal Behavior towards staff or patrons

- Behavior unsafe or disturbing to other patrons, volunteers or staff such as: shouting, screaming, or making other loud noises, use of profanity, pushing, running, shoving, or throwing things.
- Using Library materials, equipment, furniture, fixtures, or buildings in a destructive, abusive, or potentially damaging manner, or in a manner likely to cause personal injury to any person or in any other fashion inconsistent with the customary use thereof.
- Using audible devices, without headphones or with headphones, set at a volume that disturbs others.
- Gifts given to individual staff members from patrons. Gifts (such as food items, etc.) may be given for the entire staff to enjoy.
- Recording identifiable images of patrons or staff. Appropriate photos or video activity must not interrupt the flow of Library business, nor interrupt our patrons' business here.

Miscellaneous

- Using a cellular phone in the Library at a noise level disrespectful to staff and other patrons.
- Use of any personal electronic equipment at a volume that disturbs others.
- Bringing any food into the Library.

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- Bringing drinks without a lid. No drinks will be allowed in computer areas.
- Entering “Staff Only” areas without permission.

Personal Hygiene

- Offensive personal hygiene that disrupts Library patrons or staff.
- Using Library restrooms for bathing, shaving, or washing hair.
- Lying down on any floor, couch, or table in the Library.
- Not wearing a shirt and shoes (or other footwear) at all times in the Library.

Parental Responsibilities

- Leaving children or other persons in need of supervision unattended at the Library. (See the Vulnerable Child policy on page 21)
- Parents and guardians are responsible to monitor their child’s selection of books, videos, and any other collection items in the Library.

Personal Property

- Interfering with free passage of Library staff or Library patrons in or onto Library premises. This includes, but is not limited to, placing objects such as bicycles, skateboards, scooter, stroller, shopping carts, or backpacks in such a manner as to impede free passage in or onto the premises.
- Bringing bicycles and other means of transportation inside Library buildings, including but not limited to vestibules or covered doorways, where no bicycle rack is provided. Parking bicycles or other vehicles in unauthorized areas. Library staff is not responsible for loss or theft of property.
- Bringing inappropriate items into the Library as determined by authorized personnel. All unattended bags and other articles are subject to inspection by law enforcement and other authorized personnel. The Library reserves the right to limit the size and number of items brought into the Library.
- Unattended items (or lost items) will be stored at the Library for twenty-four (24) hours before turning them over to the Fairhope Police. Personal items (such as credit cards, driver’s license, etc.) will be turned over to the Fairhope Police immediately. The Library staff will contact the person if a number is identifiable.
- Items abandoned outside on Library grounds: The Fairhope Police will be called to inspect these items, and make the determination of storage.

Service Animals

- Bringing animals other than service animals inside the Library building.

Library Spaces & Property

- Adults using the Youth Services restrooms not accompanied by a child.
- Adults not accompanied by a child or teenager loitering in the children’s or teen’s areas.
- Using Library collections, equipment, furniture, fixtures, or buildings in a destructive, abusive, or potentially damaging manner, or in a manner likely to cause personal injury to any person or in any other fashion inconsistent with the customary use thereof.
- Stealing, damaging, altering, or inappropriate use of Library property in or on Library property. This includes but is not limited to: computer hardware and software, printers, copiers, phones, and other equipment.
- According to the City of Fairhope Code of Ordinances, Section 14-18, it is unlawful for any person to live or sleep in any tent, sleeping bag, or in the open (outside of a building) within the City or the police jurisdiction.

GENERAL ENFORCEMENT PROCEDURES

Patrons who will not respect and adhere to these policies may be asked to leave the Library, have Library privileges suspended, and/or be subject to legal action.

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ANIMALS IN THE LIBRARY

No pets or animals other than service dogs are allowed in the Library. Owners of pets will be asked to remove them from the Library.

The Library does not condone leaving non-service animals outside the Library in a way that may endanger the animal or Library patrons. The Library reserves the right to contact the police regarding any unattended animals on its premises.

SERVICE DOGS

Service dogs are individually trained to do work or perform tasks for people with disabilities, as defined by the Americans with Disabilities Act (ADA). Under Titles II and III of the American Disability Act, it states that only dogs are recognized as service animals (March 15, 2011.)

Service dogs must be on a leash or harness at all times. The service dog must be under the control of its owner at all times. The owner of the service dog is solely responsible for the supervision and care of the service dog.

Users of service dogs are not required to show papers or to prove a disability. Service dogs are not required to be licensed or certified by a state or local government or training program, or be identified by a special harness or collar.

EXCEPTIONS

Pending approval by the Director the Library may have animals in the building as part of its educational and recreational offerings.

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DISASTER AND EMERGENCY PLAN

- The Library has a Disaster and Emergency Plan. A copy is located in each department.
- Our Disaster Plan covers specific emergencies, such as Active Shooter, Fires, Hurricanes, Tornados, Medical Emergency Procedures, Water Leaks or Flooding. In case of other types of severe weather or loss of power, patrons will be required to move to the Circulation Department Work Room until the situation is assessed by Library staff.
- During an Emergency the Library will cease normal operations and programs.

AMERICAN LIBRARY ASSOCIATION (ALA) EXPENDITURES

In accordance with the Alabama Public Library Service Administrative Code Section 520-2-2-.03(8) (8) any expenditure of public funds to the American Library Association must be approved by the Library Board of Trustees at a regularly scheduled public meeting.

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VULNERABLE CHILD

The Fairhope Public Library seeks to provide a safe, educational, and enjoyable place for children to explore the world of books and information. The Library Board of Trustees and Library personnel take their responsibility to provide safe access to the Library very seriously. It is important that parents or guardians fulfill their responsibility for the individual child's safety and wellbeing. The Vulnerable Child Policy has been adopted to ensure a safe and pleasant Library experience for children of all ages. The Library encourages parents to visit and enjoy the Library with their children.

POLICY STATEMENT:

The Library staff cannot act 'in loco parentis', meaning we are not equipped, nor is it the Library staff's responsibility to provide long or short-term supervision for children of any age. Children ages 12 and younger must not be left unattended in the Library. A responsible parent/guardian or a caretaker 16 years or older must remain in the building for children between the ages of 7 and 12 years of age. Children 12 and younger cannot be left unattended while the responsible caretaker is attending an event. Children ages 6 and younger must have direct parental or caretaker supervision. Under no circumstances will Library staff transport or take a child away from the Library building.

- Library staff are not responsible for the supervision of children left unattended by their parents. It is the responsibility of parents to ensure the appropriate behavior of their children in the Library.
- Disruptive children will be required to leave after receiving sufficient warning.
- Should it be determined that a child twelve and younger has been left unattended in the Library, the following steps will be taken during Library hours and after closing:
 - ❖ The employee will attempt to locate or call the parent/guardian.
 - ❖ If no parent/guardian can be located within one hour, or if the Library is closing, the employee will notify the police.
- The responsibility of what children read or view rests with parents, guardians, or caregivers.

PROGRAMMING FOR YOUTH SERVICES

- All programming for Youth Services offers effective, meaningful and age appropriate activities and events. Library Staff understand the needs of the Youth they serve, they are knowledgeable of their interests and they are skilled in creating rapport with youth of varying abilities.
- All library sponsored events, activities and storytimes will be planned, implemented, and led by Library Staff. When special activities (i.e. holidays, Read Across America Day, Summer Reading Program, etc.) are planned, the Library Director may invite additional participants to help facilitate a successful event.
- Fairhope Public Library will not accept reservations for the meeting rooms if the program in any way duplicates or competes with the library's Youth Services' programming.

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VOLUNTEERS

Volunteering for Fairhope Public Library can be a rewarding and exciting experience. Volunteer time, energy, talent, and commitment are invaluable assets to the Library. Volunteerism enhances the Library's ability to fulfill its mission and to provide quality services to the public. Volunteer opportunities offer citizens a way to contribute to the community, fulfill personal goals, achieve a sense of satisfaction, and learn more about the Library.

SELECTION OF VOLUNTEERS

- Volunteer applications are always available. **Sample Application Form - Appendix G.**
- If there are not suitable volunteer opportunities available, applications will be kept on file for one year.
- Volunteers will not be used to replace the work done by paid Library staff.
- Volunteers are selected based on their qualifications in relation to the needs of the Library at any given time and based on their ability to commit to a consistent schedule of volunteer hours.
- Volunteers should be willing to work a minimum of one (1) hour each shift. These shifts must be scheduled through the volunteer coordinator.
- Volunteers will not work at Library service desks nor perform activities that could reveal confidential patron information.
- A volunteer's preference of type of work to be performed and hours of the day/week will be considered when possible.
- Teen volunteers, 13 to 17, may be accepted, as needed, in the Youth Services Department. Volunteers that started at age 17 or younger may be granted permission to continue volunteering as a Teen Volunteer until age 19 before transitioning to Adult Volunteer opportunities. They will be under the supervision of the Youth Services staff and must be able to contribute to the successful completion of these programs.

VOLUNTEER DUTIES

- Shelf maintenance: straightening, shelf reading, shifting books, cleaning shelves, etc.
- Cleaning books
- Covering books
- Book Repair
- Teaching and/or assisting with computer classes
- Disinfecting phones, computer keyboards, computer mouse, water fountains, counter tops, and tabletops
- Cleaning computer stations and surrounding area
- Special projects as assigned
- Various cleaning tasks
- Filing
- Making copies of brochures
- Shelving back issues of magazines
- Other duties as necessary

Volunteers are expected to conduct themselves as representatives of the Library and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from volunteer duties at any time at the discretion of the Library Director.

To encourage volunteerism and to ensure a positive experience at the Library, the Library will:

- Designate staff to supervise the volunteer program.
- Provide volunteer supervision in accordance with sound supervisory practices and Library policies.
- Ensure that all volunteers serve in positions that reflect their skills and interests while meeting the needs of the Library.
- Provide orientation and training to prepare the volunteers to perform their duties.
- Maintain accurate volunteer data, including hours worked.

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COMMUNITY SERVICE

INFORMATION FOR COMMUNITY SERVICE VOLUNTEERS

- If a person is under age 18, a parent or guardian must accompany him or her to meet the community service supervisor.
- A community service application must be filled out, including providing the Library with two (2) contact numbers to reach family or guardian(s).
- Court documents indicating that the court has ordered the individual to complete community services are required for approval.
- The volunteer as well as parent/guardian must sign a hold harmless and liability release form for the Library.
Sample Application Form – Appendix I.
- Appropriate dress is required of the community service volunteer.
- Appropriate behavior and language are expected.
- Tardiness is not acceptable.
- Work schedules will be arranged ahead of time. Community service volunteers will not be allowed to show up whenever they want to do service.
- A maximum of 2 hours of service may be completed per day within the schedule agreed upon with the Library.
- Each community service volunteer should understand that the Fairhope Public Library is not a 501(c)(3) organization. Some court ordered community service will only allow service hours to be completed at such an organization.
- The Library will only take on community service volunteers ordered by an Alabama court. Court ordered service from out of state will not be considered.
- To qualify for a volunteer position at the Fairhope Public Library your offense must be a misdemeanor and of a non-violent nature. If you are younger than 18 years of age you must obtain a parent or guardian signature to volunteer.
- Under no circumstances will the library knowingly engage persons charged as being a sex offender or persons charged of criminal theft for any volunteer position.
- If you need to call and cancel your workday you must notify the community service supervisor or the Library 24 hours before day of service is scheduled.
- Community Service Volunteers must be willing to do a variety of tasks according to the discretion of the supervisor. Potential tasks include cleaning, organization of Library materials, filing, and other tasks as assigned.
- The volunteer will be supervised throughout the day of service. If the supervisor determines that the volunteer is repeatedly not completing assigned tasks or not correctly completing assigned tasks then the work sheet will not be signed verifying hours worked. If the problem persists, the service opportunity may be terminated.

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PUBLIC BULLETIN BOARD/TABLE USE POLICY

PURPOSE

The Fairhope Public Library provides a public bulletin board for the posting of community activities and events as well as public service notices of educational, cultural or community interest.

In order to best utilize the limited space available for such postings, please adhere to the following policy and procedures regarding usage of this bulletin board.

POLICY

- All items *must be left at the Circulation Desk for approval.*
- Designated Library staff must approve all notices, posters, and brochures.
- The Library's Public Bulletin Board is not intended to advertise items, services for sale, or items relating to political campaigns, garage sales, rental properties, want ads, tear-off ads, fundraising events or requests for contributions, by commercial entities, for-profit organizations or individuals.
- Non-profit, cultural, educational, scientific, humanitarian, and community service postings for events or activities, *if approved*, will remain posted as space allows, until the event, or deadline for registration for the event has passed.
- Notices for Job Fairs or Postings will be considered only if they are for the City of Fairhope or Baldwin County schools.
- Groups that have reserved a meeting room at the library may submit a flyer advertising the meeting date and time; promotion or advertisement of the sale of services or products may not be part of the flyer or the meeting/program.
- The Library reserves the right to request a copy of an organization's 501(c)(3) for proof of non-profit status.
- Each notice/poster will be marked with the designated staffs' initials and date that it is posted.
- Only designated staff can post or remove notices.
- All notices must include the name of the sponsoring organization and any location details for events.
- Anything attached to the walls will be discarded.
- Notices that are not date sensitive may be posted for up to two weeks, as space allows.
- Once notices are removed, they are discarded.
- Notices posted or left on tables without authorization will be removed and discarded.
- Signage larger than 8.5 x 11 may be reduced or not posted due to limited space.

*****USE OF THE LIBRARY'S BULLETIN BOARD DOES NOT IMPLY ENDORSEMENT BY THE FAIRHOPE PUBLIC LIBRARY OF THE EVENTS OR SERVICES POSTED. *****

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COMPUTER AND INTERNET USE

PURPOSE

The fundamental mission of the Fairhope Public Library is to provide free and open access to informational, educational, recreational, and cultural resources to serve the diverse needs of Library patrons of all ages and backgrounds. The Library recognizes the vital role of technology in fulfilling that mission.

The Library provides free computer use and access to the Internet, the Library catalog, electronic databases, Microsoft Office, and other software applications and games. The Library also provides free wireless access to the Internet (Wi-Fi) for users who have their own computers or equipment with wireless connectivity. The Library will strive to accommodate the needs of persons with disabilities.

GENERAL RULES FOR USING COMPUTERS AND WIRELESS ACCESS AT THE LIBRARY

The following rules apply to users of all ages who are using a Library-owned computer or their own electronic device in the Library, on the Library grounds or by accessing the Library wireless network:

The Library balances the rights of users to access all types of informational resources with the rights of users and staff to work in a public setting free from disruptive sounds and visuals. The public areas of the Library are shared with Library users of all ages and staff. Individuals are expected to respect others when accessing information or images.

Patrons who use Library computers or their own electronic devices in the Library or its grounds or who connect to the Library Wi-Fi are required to abide by the Library's Computer and Internet Use Policy as well as any additional rules and/or time limits which are posted in the Library or its website. Use of any computer, electronic device or wireless connection at the Library constitutes acceptance of the policy and related procedures.

Anyone who engages in unacceptable use, whose computer use disrupts Library service, or who violates Library policies or procedures may have their Library and/or computer privileges suspended or terminated, or may be asked to leave the Library. The Library reserves the right to terminate computer or Internet access at any time and without notice.

Computers and the Internet network at the Library may only be used for lawful purposes.

- Transmission, viewing or printing of any material in violation of any federal, state or municipal statute or regulation is prohibited. This includes, but is not limited to copyright material, threatening, obscene or pornographic material, and material protected by trade secret.
- Dissemination of obscene material or material which is harmful to minors is a misdemeanor in the state of Alabama as stated in Alabama Code 13a-12-200.3 and 13a-12-200.
- Dissemination or public display of obscene matter containing a visual depiction of a person less than 17 years of age involved in any act of sexual conduct is a Class B felony in the State of Alabama as stated in Alabama Code 13a-12-191.
- Engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment is prohibited.
- Users will respect copyright laws and licensing agreements. Users may not copy or distribute electronic materials without the explicit permission of the copyright holder, except as permitted by the principles of fair use. Responsibility for any consequences of copyright infringement lies with the users. The Library expressly disclaims any liability or responsibility resulting from such use.

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Downloading or uploading large amounts of data or streaming video may result in reduced bandwidth across the network, slowing Internet access for everyone. Users may be requested to stop downloads/uploads if circumstances warrant it. Users are cautioned that the Library's Internet connection is not secure. Users are warned that personal information included in all transactions and communications may be subject to unauthorized access by third parties. The Library will not be responsible for personal information that is compromised or for negative consequences resulting from security issues, viruses or hacking.

Wireless users are responsible for connecting their devices to the Library's wireless network and the Library cannot guarantee that a user's hardware will work with the Library's wireless connection. Library staff cannot adjust users' equipment or troubleshoot connection problems other than verifying that the Library's wireless network is running.

Tabletop electrical outlets are available in the reference area. Users may not plug into outlets where cords may create a hazard for other users. The Library is not responsible for any damages or malfunction of personal laptops or other equipment brought to the Library and users are responsible for keeping their equipment with them at all times.

Printing is available by logging on to the Library's public access computers (see COMPUTER USE POLICIES page 28). Mobile Printing is also available and the cost is the same as when using Library-Owned Computers.

Users are asked to keep distracting noise to a minimum:

- Users may not cluster around computers in a manner that creates an obstruction or creates noise that distracts others.
- Cell phone should be set to silent while in the Library. Cell phone conversations must not disturb staff or other users.
- Users must use their own headphones when listening to audio content on computers, and must keep the volume low enough to not disturb others.

INFORMATION REGARDING INTERNET ACCESS

UNACCEPTABLE USE OF INTERNET

Access to and use of the Library Internet is a privilege. Internet access should be used in a responsible and ethical manner consistent with the educational and informational purposes for which it is provided.

Unacceptable use includes, but is not limited to, the following purposeful, illegal and/or criminal activities:

- Using the Internet for any illegal or criminal purpose that violates local, state, or federal laws including, but not limited to, committing fraud, hacking, or engaging in communications which are libelous or slanderous.
- Deliberately displaying obscene and or pornographic images including child pornography.
- Violating copyright laws or software licenses.
- Compromising the privacy of other users.
- Attempting to gain unauthorized entry to the Library's network or to cause degradation of system performance.
- Attempting to install, delete, or modify Library software.
- Attempting to download, install or run any programs on Library computers, which were not installed by Library staff.
- Disrupting the intended use of the Library computers and Internet network.

Inappropriate or illegal conduct will not be tolerated. It will result in forfeiture of Internet and/or Library use and possible legal prosecution.

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INTERNET FILTERING

The Library complies with all federal, state, and municipal laws governing the use of computers in libraries, including the guidelines established by the Children's Internet Protection Act (CIPA).

As required by CIPA, in order to remain eligible for certain federal funding, the Library has implemented commercial filtering software on all of its Internet-accessible computer terminals.

The filtering software protects against access to visual depictions of obscenity, child pornography, and in the case of persons under the age of 18 years, materials that are "harmful to minors." The Library's wireless network is filtered for adults.

The Library does not guarantee that the filtering software will block all obscenity, pornography, or materials that are harmful to minors. Nor can the Library guarantee that the filtering software will allow access to all sites that may have legitimate research or other value. An authorized employee may disable the blocking or filtering measure to enable access to websites for bona fide research or other lawful purposes.

As with all Library resources, the Library affirms the right and responsibility of parents/legal guardians/adult caregivers, not Library staff, to determine and monitor children's use of the Internet and use of Library resources and facilities.

CHILDREN'S USE OF THE INTERNET

The Library is aware of parental and governmental concerns about child safety on the Internet. Accordingly the Library has put in place policies and procedures to ensure children have an enriching and safe online experience. The Library maintains a teen's and a children's webpage on its website and has designated preschool, children's and teen computers.

Parents, guardians and caregivers are encouraged to work with their children to develop acceptable rules for Internet use. It is their responsibility to set standards and guidelines and to decide which Library resources and websites are appropriate for their children. The Library has neither the right nor the responsibility to act in place of a parent, guardian, or caregiver, and assumes no responsibility for the use of the Internet by minors.

Youth under age 18 may access the Internet with their Library card, or by obtaining a visitor's pass. Ages 17 and under requires signed permission by an adult caregiver.

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COMPUTER USE POLICIES

The following rules apply to patrons who are using Library-owned computers:

1. To ensure fair access for all users, the Library has installed software to manage computer reservations, time limits and printing. This system requires users to enter a valid Library card number from any Baldwin County Library or a visitor's pass number to access a computer.
2. Visitors may obtain a daily visitor's pass by showing a photo ID. Baldwin County residents who wish to access Library computers on a regular basis must obtain a Library card.
3. Any block on a user's Library card results in a denial of computer access. If access is denied, users must clear issues on their Library accounts before using a Library computer.
4. Youth under age 18 may access the Internet with their Library card, or by obtaining a visitor's pass. Ages 17 and under require a signed permission form from an adult caregiver to receive a guest pass. These forms are available from the Youth Services Department.
5. Users may not represent themselves as another person or use another person's Library card to access Library computers. Violations may result in loss of computer privileges.
6. Library computers are available on a first come, first served basis. When all computers are in use, reservations may be made for the next available computer.
7. Users may not view obscene or pornographic sites or view images of a prurient nature. If this type of image is accessed inadvertently, please turn off the monitor and notify the Library staff immediately so that the filter can be adjusted. Deliberate access will result in loss of computer privileges.
8. The Library's computers do not allow users to retain documents or personal files on the hard drive. All files are automatically deleted whenever the computers are shut down. Users may only temporarily save files to the desktop. Users should save their data and files using CDs, USB flash drives or other personal storage media or by emailing the files to themselves. The Library is not responsible for loss of data that may occur when the computers shut down, or damage to CDs/flash-drives resulting from the information downloaded, computer malfunction, or viral infection. Users are responsible for removing their temporary files from the computer before logging out.
9. All public workstations will shut down 10 minutes before the Library closes each day.
10. Users may not download or use their own software programs on Library computers without Library staff permission.
11. Users may not unplug, remove, modify or damage computer equipment or software in any way. Users may not attempt to reconfigure the system or interfere with the current system set-up.
12. Users will be held financially responsible for any damage they do to Library hardware, software, data, furniture or equipment.
13. In the interest of serving all users, the Library sets time limits on all workstations. The Library reserves the right to change the time limits at any time without notice. Time may be extended beyond the daily limit if several computers are available. Users must provide their Library card to have their time extended. Without a Library card, time may be extended once if the user shows photo ID. After that, the Library card must be shown or a new Library card obtained. Visitors must show photo ID to have daily passes issued.
14. Only staff are authorized to turn computers on and off. Users should end their computer session only and not turn off the computer when finished.
15. Computer stations are designed for one-person use. No more than one person may work at one computer at any given time in the adult computer area unless given special permission.
16. The adult area computers are designed for adult use (age 18 and older). Children and teens are encouraged to use their own designated computer areas. At no time may a person under 18 use an adult card to access computers unless the adult cardholder is sitting with him or her.
17. Library staff cannot provide extensive instructions to individual computer users. However, staff will provide assistance to patrons with questions about programs and equipment as time and knowledge permit.
18. The Library does not offer e-mail accounts. Users may access their own web-based e-mail accounts.

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DISCLAIMER

The Library does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet. The Library cannot control or monitor material which may be accessible from Internet sources, nor is the Library responsible for changes in content of the sources to which it links, or for the content of sources accessed through the secondary links.

Library patrons use the Internet at their own risk. Individual users must accept responsibility for determining which electronic resource they will access and the relative value of the content. Since the Internet is not secure, each user accepts personal and financial responsibility for information transmitted or received. In the case of minors, it is a joint responsibility of the user and the parent, guardian, or caregiver. The Library, unlike schools, does not serve in place of a parent. Library staff cannot act in place of parents by supervising children as they explore the Internet. The responsibility of what minors read or view on the Internet rests with parents, guardians, or caregivers.

Each user agrees to indemnify and hold harmless the Fairhope Public Library, the Board of Trustees, the Director, the staff, and the City of Fairhope from any claims resulting from his or her use of the Internet at the Library.

PRINTING, COPYING, FAXING AND SCANNING

1. Printing is available using the Library's print management system from the public-access computers. Patrons must ask for employee assistance when using their own paper for printing. The Library is not responsible for unwanted pages or incorrectly formatted printouts. Mobile Printing is also available and the cost is the same as when using Library-Owned Computers.
2. There is a public copier available at the Library as well. The fees are the same as the fees for printing in black and white or color.
3. Outgoing faxes are charged \$1.50 per page not including cover sheet. Incoming faxes are not permitted.
4. It is free to scan to email using the public copier/scanner.
5. The library will not be liable for copyright infringement when a patron makes copies using reproducing equipment located on its premises, provided that the equipment displays a notice that the making of a copy may be subject to the copyright law. This statute is broadly written, using the term, "reproducing equipment" and can include library photocopiers, scanners, computers, 3D printers, and other reproducing equipment. The Reference and User Services Association (RUSA), a division of ALA, suggests the following language to be displayed on or near reproducing equipment as required in subsection 108(f)(1): *The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.* In accordance with this suggestion, FHPL will post the above notice on all reproducing equipment to notify patrons of potential liability.

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MEETING ROOMS

GIDDENS CONFERENCE ROOM, SINGLE TAX BOARD ROOM, AND COMPUTER LAB

GENERAL POLICIES

The Fairhope Public Library provides meeting rooms to the community as a Public Service.

1. Use of the meeting rooms does not constitute an endorsement by the Library of a program or point of view expressed. No advertisements or announcements implying such an endorsement are permitted.
2. The facilities will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting the use.
3. The Computer Lab is primarily used for staff and patron training and instruction in technology; other groups may request to use the lab to conduct classes.
4. Library programs will take precedence over all other scheduled meeting room events.
5. The Library reserves the right to change or cancel meeting room reservations when necessary, at which time reservation fees will be refunded.
6. Groups are responsible for notifying the Library of the cancellation of meetings, and in addition should notify the attendees and/or audience. Seven days' notice of cancellation is required for refund of fees.
7. No modifications to the contract are allowed 7 days or less prior to the event. This includes additional requests for A/V equipment use.
8. All community meetings held in the Fairhope Public Library must be free and open to the public, unless the meeting serves as a fundraiser for the Library.
9. Organizations wishing to book multiple events will be able to schedule only three (3) at one time. After the third event organizations may schedule three more. The only exception is Library programs and partnership arrangements, determined by the Director.
10. If a group has a series of events within a 7 day period they shall be counted as 1 event.
11. No promotion, sale of items and services, or booking of appointments are allowed except as a fundraiser for the Library or a partnership arrangement with the Library determined by the Director.
12. Organizations are responsible for their own meeting room setup, and for returning the room to its original state and order.
13. Classification Descriptions:
 - Class A: Includes non-profit 501(c)(3), civic, educational, and cultural organizations. (The Library reserves the right to request documentation proving 501(c)(3) status.)
 - Class B: A meeting is considered commercial :
 - ❖ If a business is "for profit";
 - ❖ If a commercial enterprise;
 - ❖ If not a 501(c)(3) organization.
 - Class C: Fairhope Public Library, City of Fairhope, Fairhope Single Tax Corporation, and Friends of the Fairhope Library.
14. The rooms are not available based on the following:
 - Private functions, such as social events, fundraisers, weddings, parties, etc. (Only use for fundraisers that support the Library will be permitted.)
 - Programs not in keeping with the Library's mission, goals and objectives, or which would interfere with the Library's operation by causing excessive noise, a safety hazard, security risk, etc.
 - Fairhope Public Library will not accept reservations for the meeting rooms if the program in any way duplicates or competes with the library's Youth Services' programming.
15. An official representative of the organization is required to sign a meeting room contract and pay applicable fees at that time. All contracts must be completed and signed as is. The contract signee must be present at the event.
16. The Library Director, the Board of Trustees, and the City of Fairhope will hold the individual and/or organization making the reservation, as well as the membership of the group as a whole, financially responsible for any and all damages incurred during the use of the facilities.

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17. The Fairhope Public Library and staff, the Board of Trustees, and the City of Fairhope will not be held responsible for injuries or damage occurring during the use of the area.
18. The Library cannot be held responsible for loss or damage to exhibits or materials left in the meeting rooms or the personal property of those attending events in the Library.
19. Any questions on the interpretation of this policy will be referred to the Library Director.
20. Use of the Library meeting room by any group signifies the acceptance of the terms of this policy.

RESERVING THE MEETING ROOMS

1. Meetings will generally be scheduled during regular Library hours. Typically, programs are not scheduled for "after-hours." If an applicant desires to schedule the room beyond Library hours, the Director must approve arrangements in advance. An additional charge of \$100.00 per hour will be assessed for meetings scheduled before or after regular Library hours.
2. Meetings may begin no earlier than 15 minutes after the Library opens and must end 15 minutes before the Library closes.
3. A Library employee and/or trustee must be present at any meeting extending beyond regular Library hours.
4. Rooms will not be available on Sundays or Library holidays.
5. A request for the use of the meeting room requires a completed contract along with the applicable fees. Requests will be honored on a first-come, first-served basis.
6. Please note that submitting an application does not guarantee approval of use of the room.
7. Reservations will be confirmed within 3 business days.
8. The person reserving the room must be at least 21 years of age.
9. Groups whose members are under age 21 must be supervised and attended by an adult with a ratio of 1 adult to 8 children.
10. Children, twelve and under, cannot be left unattended in the Library while parent(s) or caregiver is attending an event.
11. Seating capacity is 180 for the Giddens. Seating capacity for the Single Tax Board Room is 25. Seating Capacity for the Computer Lab is 26.
12. Requests for additional chairs must be made at the time of application.
13. There are 15 computers in the lab. The Computer Lab is equipped with an instructor laptop with projection capability and 10 Windows PCs and 5 Mac workstations.
14. Request for A/V equipment and/or software installation must be made at time of reservation.
15. An appointment with staff is required and must be arranged at least 24 hours prior to the event to review any A/V requirements.
16. All presentations and computer files relevant to the event must be brought on a flash drive (often called thumb drive or USB). The drive must be compatible with a Windows 10/11 PC. Personal devices will not be permitted to connect to the library's A/V equipment.
17. All groups must abide by the Fairhope Public Library Computer and Internet Use Policy (see page 25).
18. Groups can reserve a date up to 1 year in advance with all fees paid in advance.

MEETING ROOM PROCEDURES

1. If organizations have specific requirements for the room. Set-up and breakdown times must be included in the time booked.
2. Tables and chairs are available for the group renting the room to set-up. Library staff is unable to set up rooms for outside programs.
3. Groups are responsible for returning the rooms to their original setup and configuration.
4. Materials may not be attached to the walls, doors, or glass.
5. Furniture and/or equipment from other areas of the Library may not be brought into the meeting rooms without prior permission.
6. Equipment, supplies or personal effects cannot be stored or left in the Library meeting rooms before or after the rental period.
7. The Library is not responsible for any personal items left unattended.

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8. Excessive sound or noise will not be permitted in the meeting rooms.
9. Use of alcoholic beverages is not permitted, except with the prior permission of the Fairhope Public Library Board of Trustees and proof of an ABC state license.
10. Smoking is not permitted inside the Library or within 25 feet of the Library building, (City Ordinance No. 1311).
11. The use of the meeting room by non-Library groups shall not be publicized in such a way as to imply Library sponsorship of the group's policies and activities.
12. FHPL offers advertisement through the community bulletin board. Programs held in the Giddens Conference Center or Board Room may be advertised there.
13. Library phone numbers may not be used for announcements, publicity or contact information.
14. A fee is required if food and/or beverage items are served. See Fee Schedule for the Meeting Rooms (page 33). If a group is serving ONLY bottled water, no fee will be applied.
15. The kitchen facilities must be cleaned if used. Trash must be bagged. No food or beverage items of any kind may be left in the meeting room area or the kitchen.
16. Only designated Library staff may operate the audio-visual equipment.
17. Technical assistance required beyond the standard A/V setup or to check the compatibility of the client's equipment will be charged a \$40 per hour fee.
18. Non-functional, or damaged, equipment must not be used and should be reported to Reference staff immediately.
19. The PCs/MACs are preconfigured with Microsoft Office. Installation of additional software may be requested at time of reservation. If the request is approved, licensed copies of the software must be supplied. If the requested software conflicts with the pre-installed software it will not be installed. All installed software will become the property of the Library. A technical assistance fee of \$40 per hour will be charged for software installation.
20. The person conducting the class is responsible for collecting and paying printing fees. (See page 10)

These policies do not apply to events hosted or co-sponsored by the Fairhope Public Library.

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FEE SCHEDULES

FEE SCHEDULE- GIDDENS AND BOARD ROOM

The Fairhope Public Library charges rental fees according to the classifications of usage defined below. Within these classifications, reservations are filled on a first-come, first-served basis.

Classification Descriptions:

- Class A: Includes non-profit 501(c)(3), civic, educational, and cultural organizations.
(The Library reserves the right to request documentation proving 501(c)(3) status.)
- Class B: A meeting is considered commercial :
 - ❖ If a business is “for profit”;
 - ❖ If a commercial enterprise;
 - ❖ If not a 501(c)(3), organization.
- Class C: Fairhope Public Library, City of Fairhope, Fairhope Single Tax Corporation, and Friends of the Fairhope Library.

Hourly Rates – per hour

Class A \$35.00

Class B \$60.00

*Hourly rates apply to set-up and breakdown time.

Refreshment Fee: required if any food or beverage is served.

Class A \$50.00

Class B \$75.00

After Hours Surcharge per hour

Class A \$100.00 per hour

Class B \$100.00 per hour

Technical Assistance Fee per hour

Class A \$40.00

Class B \$40.00

FEE SCHEDULE- COMPUTER LAB

The Fairhope Public Library charges rental fees according to the classifications of usage defined below. Within these classifications, reservations are filled on a first-come, first-served basis.

Classification Descriptions:

- Class A: Includes non-profit 501(c)(3), civic, educational, and cultural organizations.
(The Library reserves the right to request documentation proving 501(c)(3) status.)
- Class B: A meeting is considered commercial :
 - ❖ If a business is “for profit”;
 - ❖ If a commercial enterprise;
 - ❖ If not a 501(c)(3) organization.
- Class C: Fairhope Public Library, City of Fairhope, Fairhope Single Tax Corporation, and Friends of the Fairhope Library.

Hourly Rates

Class A \$50 for 2 hours or less,
\$25 for each additional hour

Class B \$150 for 2 hours or less,
\$75 for each additional hour

*Hourly rates apply to set-up and breakdown time.

Technical Assistance Fee

including software installation *

Class A \$40.00 per hour

Class B \$40.00 per hour

*Licensed software must be provided by organization and will become the property of the Library.

After Hours Surcharge

Class A \$100.00 per hour

Class B \$100.00 per hour

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Date Request Made _____

CONTRACT

APPLICATION FOR USE OF FAIRHOPE PUBLIC LIBRARY MEETING ROOMS

I, the undersigned, hereby apply for the use of the Giddens Conference Center and/or Board Room at the Fairhope Public Library and, in connection with said application, furnish the following:

1. I wish to use the: _____ Giddens Conference Center _____ Board Room

2. Date/Day of week Requested: _____
Hours: From _____ to _____ (including room set up and break down time).

** All meetings may be booked **NO EARLIER** than **15 MINUTES** after the library opens. **

** All meetings **MUST** adjourn **15 MINUTES** before library closes. **

3. Name of Organization: _____

Phone: _____ Phone: _____

Billing address: _____

City _____ State _____ Zip Code _____

Contact person and capacity/title: _____

Email Address: _____

4. Approximate number of persons expected: _____ Adults _____ Minors

If a youth group, how many adult sponsors will be in attendance? _____
(One adult per eight children is required)

5. Type of activity: _____

6. Equipment needed: _____ # of Tables _____ # of Chairs _____ Podium _____ DVD/VCR

_____ Laptop _____ Projector Screen

_____ Additional technical assistance required (Fees apply: see Fee Schedule)

Please list additional technical assistance if needed: _____

All presentations and computer files relevant to the event must be brought on a flash drive (often called thumb drive or USB). The drive must be compatible with a Windows 10/11 PC. Personal devices will not be permitted to connect to the library's A/V equipment.

7. An appointment with staff is required and must be arranged at least 24 hours prior to the event to review any A/V requirements.

8. I will be serving food and/or beverages: _____ Yes _____ No (Fees apply: see Fee Schedule)

9. Reservation will not be made until contract is signed and the Library has received payment for all fees.

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I stipulate that I have read and understand all the rules and regulations for the use of the Giddens Conference Center, and/or the Board Room at the Fairhope Public Library. By signing this application, I agree that the facility will be used in conformity with these rules and regulations. I agree to accept total responsibility for any property damage to the meeting room and its contents and to see that groups have proper adult supervision. The signee of this contract must be present at the event listed above. It is hereby also understood that Library activities have priority for the use of the stated meeting rooms.

Initial: _____ Date: _____

MEETING ROOM USAGE CANCELLATION POLICY

Fee must accompany the contract. The Library will provide confirmation of reservation if possible within three (3) business days. The library reserves the right to cancel the reservation. All cancellations and/or date changes must be in writing and signed by the same person who signed the application and must be submitted no less than seven days prior to the event. Cancellation fee refunds will be made by check and delivered by mail. Seven day notice of cancellation is required for refund of fees.

No modifications to the contract are allowed 7 days or less prior to the event. This includes additional requests for A/V equipment use.

Initial: _____ Date: _____

INDEMNITY AND HOLD HARMLESS AGREEMENT

In consideration of the permission granted to me by the Fairhope Public Library to use the Giddens Conference Center and/or the Board Room of the Fairhope Public Library, I hereby indemnify and hold harmless the City of Fairhope, the Fairhope Public Library, the Library Board of Trustees, the Library Director and their agents, and staff from any and all claims and causes of action that may arise from injury to me or third parties using the facilities at Fairhope Public Library who are injured and suffer property damage that is in any way caused by my use of the Giddens Conference Center and/or Board Room of the Fairhope Public Library. This indemnity and hold harmless agreement is given to the Fairhope Public Library to protect the City of Fairhope, the Fairhope Public Library, the Library Board of Trustees, the Library Director and their agents, and staff from the cost of defense and claims for injuries and damages that may be caused either directly or indirectly by my use of the Giddens Conference Center and/or the Board Room.

I affirm that I am authorized to bind this organization to this contract and hold harmless agreement.

Signature: _____ Date: _____

***Please note that submitting an application does not guarantee approval of use of the room.**

Library Use Only Fees Paid\$ _____ Check No. _____ Date: _____ Initials _____

Approved: _____ Date: _____

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Date Request Made _____

CONTRACT APPLICATION FOR THE USE OF FAIRHOPE PUBLIC LIBRARY COMPUTER LAB

I, the undersigned, hereby apply for the use of the Computer Lab at the Fairhope Public Library and, in connections with said application, furnish the following:

1. Date/Day of week Requested: _____
Hours: From _____ to _____ (including room set up and break down time).

** All meetings may be booked **NO EARLIER** than **15 MINUTES** after the library opens. **

** All meetings **MUST** adjourn **15 MINUTES** before library closes. **

2. Name of Organization: _____

Phone: _____ Phone: _____

Billing address: _____

City _____ State _____ Zip Code _____

Contact person and capacity/title: _____

Email Address: _____

3. Approximate number of persons expected: _____ Adults _____ Minors
If a youth group, how many adult sponsors will be in attendance? _____
(One adult per eight children is required)

4. Type of program or class: _____

5. Lab has 15 computer workstations each with a chair and one instructor's laptop with projector capability.
Additional equipment needed: _____ # of chairs (maximum of 10) _____ Dry erase board

6. Additional technical assistance required (Fees apply; see Fee Schedule).

*Request for software installation: _____ Yes _____ No

Name of software: _____

of copies to be installed: _____

***Only licensed software or freeware may be installed. All software becomes the property of Fairhope Public Library after installation. Software must be received two weeks prior to date of class.**

All presentations and computer files relevant to the event must be brought on a flash drive (often called thumb drive or USB). The drive must be compatible with a Windows 10/11 PC. Personal devices will not be permitted to connect to the library's A/V equipment.

7. An appointment with staff is required and must be arranged at least 24 hours prior to the event to review any A/V requirements.
8. Reservation will not be made until contract is signed and the Library has received payment for all fees.

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I stipulate that I have read and understand all the rules and regulations for the use of the Computer Lab at the Fairhope Public Library. By signing this application, I agree that the facility will be used in conformity with these rules and regulations. I agree to accept total responsibility for any property damage to the meeting room and its contents and to see that groups have proper adult supervision. It is hereby also understood that Library activities have priority for the use of the stated meeting rooms.

Initial: _____ Date: _____

COMPUTER LAB USAGE CANCELLATION POLICY

Fee must accompany the contract. The Library will provide confirmation or reservation within three (3) business days. The library reserves the right to cancel the reservation. All cancellations and/or date changes must be in writing and signed by the same person who signed the application and must be submitted no less than seven days prior to the event. Cancellation fee refunds will be made by check and delivered by mail. Seven day notice of cancellation is required for refund of fees.

No modifications to the contract are allowed 7 days or less prior to the event. This includes additional requests for A/V equipment use.

Initial: _____ Date: _____

INDEMNITY AND HOLD HARMLESS AGREEMENT

In consideration of the permission granted to me by the Fairhope Public Library to use the Computer Lab of the Fairhope Public Library, I hereby indemnify and hold harmless the City of Fairhope, the Fairhope Public Library, the Library Board of Trustees, the Library Director and their agents, and staff from any and all claims and causes of action that may arise from injury to me or third parties using the facilities at Fairhope Public Library who are injured and suffer property damage that is in any way caused by my use of the Computer Lab of the Fairhope Public Library. This indemnity and hold harmless agreement is given to the Fairhope Public Library to protect the City of Fairhope, the Fairhope Public Library, the Library Board of Trustees, the Library Director and their agents, and staff from the cost of defense and claims for injuries and damages that may be caused either directly or indirectly by my use of the Computer Lab.

I affirm that I am authorized to bind this organization to this contract and hold harmless agreement.

Signature: _____ Date: _____

***Please note that submitting an application does not guarantee approval of use of the room.**

Library Use Only: \$ _____ Fees Paid _____ Check No. _____ Date _____

Approved: _____ Date: _____

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STUDY ROOMS

GENERAL POLICIES

- The Fairhope Library offers five study rooms for patron use.
- Each room is equipped with a table, electrical outlets, and a white board. Markers and erasers for the white boards are available at the Youth Services front desk.
- No food is allowed in the study rooms. Any drinks brought in should be in covered containers.
- Users must alert library staff to any messes and tidy the room before departing. Study rooms are inspected for any damage or left behind items after each use.
- Study rooms are locked unless in use.
- The maximum capacity of people per room will not be exceeded under any circumstances.
- All furniture must remain in the study room. If extra seating is needed, users must alert library staff to confirm this request so long as there is availability and abides by the capacity limit.

RESERVING STUDY ROOMS

- A reservation is required in order to use a study room. In order to make a reservation, the user must provide their first and last name, phone number, and email address.
- Reservations can be made over the phone, online at fairhopelibrary.skedda.com, or in person at the Youth Services front desk.
- Rooms can be reserved one hour at a time per person up to one week in advance. If there is availability after the allotted time, then the user may extend their reservation. Longer reservations can be made for special circumstances, pending approval from the Youth Services Department Head.
- If a user does not show or is more than 15 minutes late for their reservation, then the library staff reserves the right to cancel the reservation given demand and availability.

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MAKERSPACE

The Fairhope Public Library's MakerSpace is an area designed to support specialized STEM and art activities for its community. The MakerSpace is currently only open to the public during specified programming events, and a staff member must be present at all times during its use.

GENERAL POLICY

- Patrons may only enter the MakerSpace when a staff member is present.
- If any equipment is damaged or lost, the library staff may hold the responsible parties liable for its replacement.
- Patrons may only use equipment on which they have been trained and have received permission to operate. A staff member must be informed before any usage occurs. All relevant safety gear must be equipped before use.
- Any items created with the intent to harm or threaten will not be tolerated. Patrons who do not comply may be asked to leave.
- It is the responsibility of each patron to clean up any space or equipment used in the MakerSpace.
- Any donations made to the MakerSpace should be directed to the Youth Services Department Head.
- Teen volunteers who have earned the privilege may be sent to work in the MakerSpace when needed.

This policy may change as available space and equipment for the MakerSpace evolves.

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DIGITAL VIDEO SECURITY CAMERA POLICY

Security cameras will be used where needed to discourage violations of the Library's Patron Behavior Policy, to assist Library staff in preventing the recurrence of any violations and, when necessary, to provide law enforcement assistance in prosecuting criminal activity. The purpose of this policy is to establish guidelines for the placement and use of digital video cameras, as well as the access and retrieval of recorded digital video images at the Fairhope Public Library.

Video monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws and ordinances.

Cameras may be installed in locations where staff and patrons would not have an expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating, service desks and the building perimeter.

Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms.

PROCEDURES

1. Digital video security cameras are installed in selected indoor and outdoor locations at the Library.
2. A sign will be posted at Library entrances informing the public that security cameras are in use.
3. Selected staff will have access to the real time monitors, although activity is only randomly monitored. The Director may appoint additional staff to manage and access the video recordings when necessary.
4. In pursuit of incidents of criminal activity or violation of the Library's Patron Behavior Policy, only the Director or his/her designee(s) will have access to the archived material.
5. Video recordings and photos obtained through the video monitoring system will be released only in response to search warrants, court orders, and requests by law enforcement for an active investigation.
6. Images will typically be retained for a period determined by the storage capacity of the equipment, usually about 30 calendar days. As new images are recorded, the oldest images will be automatically deleted.
7. Selected digital video may be saved for as long as required.

GUIDELINES

1. Staff and patron safety are the first priorities in any threatening situation. The protection of Library property is of secondary importance.
2. Cameras will not be installed for the express purpose of monitoring staff performance.
3. The general public will not be allowed access to camera images.
4. Questions from the public may be addressed to the Director.

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COLLECTION DEVELOPMENT

The overall purpose of the Library is to serve all of the citizens of the community by offering the services, resources and facilities to fulfill their informational, educational, and recreational needs and interests.

The Library shall strive to:

- Assemble, preserve, and administer resources within the framework of its budget and available space, in order to promote an enlightened citizenship and enrich personal lives
- Supply a core collection to meet the community's need for basic information and standard, classic works
- Initiate activities that will encourage the most effective use of these selected materials
- Facilitate universal, life-long learning for the general reader
- Integrate new technologies into the collection
- Maintain local history materials unique to Fairhope

COMMUNITY PROFILE

The Library serves a heterogeneous community of 23,147 citizens. The largest percentage of the community is Caucasian/White (89.7%), with the percentages of other races showing decreases in recent years. According to the 2020 census, 5.1% of the population is Black, 4.7% Hispanic, and less than 2% Asian.

Educational levels of the citizens show Fairhope to have a larger percentage of college graduates than other communities in Baldwin County, and to have a larger number of citizens over 65. The median age in the 2020 census was 42.4 years. Fairhope has been known for several decades as a retirement community; however, the 2020 census showed 26.1% of the population is under 18, while the "over 65" population is 23.0%.

The Library realizes that the community is composed of persons who are diverse in interests, educational backgrounds, and native abilities. In order to meet the variety of needs of these persons, the Library must build a collection, which contains resources suitable to such a diverse group, within the limitations of budget, space, and availability of materials.

The Library has a number and variety of outside resources available. A major city library is within 30 minutes of our Library. Our Library also serves college students who attend classes on local campuses. We have access through a countywide cooperative to other public libraries and their collections in the county, and through Interlibrary Loan access to libraries throughout the state, region, and nation.

RESPONSIBILITY AND AUTHORITY

The final responsibility and authority for materials selection rests with the Library Director, who operates within a framework of policies adopted by the Library Board of Trustees.

The staff of the Library will be active in materials selection, using their knowledge of the collection and the needs of the community, and their critical judgment of resources available.

All selectors must keep personal biases and interests out of decision-making.

All selectors must keep in mind two concepts:

- Community needs should drive selection
- Providing a balanced, sustainable collection is our priority

NATURE OF MATERIALS

The Library offers print, non-print and electronic materials. Since people communicate and learn in different ways, the Library does not limit itself to the print medium and offers access to a variety of media and resources. The Library recognizes that the technologies of sound, image and electronic databases continue to evolve and continually explores all new formats in order to offer current technology within our collection.

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CRITERIA FOR SELECTION OF MATERIALS

Materials considered for inclusion in the Library's collection will be judged on one or more of the following criteria:

- Importance of subject matter to the collection
- Serious literary, artistic, political, or scientific value
- Performance
- Timely value
- Purpose or intent of the material
- Authenticity of content
- Historical value
- Readability
- Scarcity of material on subject
- Reputation and/or significance of author, illustrator, editor, artist, performer, etc.
- Popularity/customer demand
- Local interest
- Reputation and professional standing of publisher
- Value of resource in relation to its cost
- Format
- Availability of material

Generally, materials will be selected using the following resources:

- Booklist
- New York Times Book Review
- School Library Journal
- Horn Book
- Wilson's Public Library Catalog, Fiction Catalog
- Published Bibliographies
- Publisher's Weekly
- National Public Radio
- Library Journal

Additional criteria for:

Periodicals

- Frequency of use
- Price
- Interest, as indicated by patron request and usage
- Reputation and quality of publication
- New titles on subjects of current interests
- Availability/ease of access

Electronic Media: DVDs/Audio Books, e-books, e-audio books, electronic magazines, videos, databases

- Price
- Availability/ease of access
- Usability
- Merit (winning recognized awards)
- Community interests
- Hardware requirements
- Comparison of content with other available formats
- Licensing requirements
- Networking capabilities
- Quality of content

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COLLECTION DEVELOPMENT FOR MINORS

- The library will avoid placement or purchasing of any material that is considered obscene, or sexually explicit with the exemption given to age-appropriate materials with literary, artistic, political or religious value, or of a scientific nature.

The presence of materials within the Library should not be construed as a personal endorsement of their contents by any staff, the Library Director, the Library Board of Trustees, or the City Council. The Library has a responsibility to collect resources expressing a variety of views and opinions, many of which the persons responsible for maintaining the Library collection may find personally unacceptable.

The Library recognizes that many materials are controversial and that any given item may offend some patrons. The Library believes that individuals have the freedom to accept or reject an item from the library's collection for their personal use. Responsibility for what children read rests with parents and/or legal guardians, not the library. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children. Selections will be made on the merits of the work in relation to the developing of the collection and the interests of the community.

Certain items are not generally purchased for the collection. These include:

Archival materials, textbooks, collectors items, and encyclopedias

LEGACY COLLECTION

The purpose of the Legacy Collection is to preserve rare and fragile materials of significance to the legacy of the Fairhope Public Library and the Eastern Shore.

Select materials that were part of the library's original collection are to be preserved. These would include materials that were in the catalog in the 1902 or 1911 editions of the Fairhope Public Library catalog. This collection does not circulate.

If there are any duplicate titles across collections, then they will be considered for removal. If the book contains mold, is falling apart to a severe degree, or has pages coming out from the original binding, then they will not be included in this collection. The copies in the best physical condition will be retained while others may be discarded.

Titles written by local authors or contain material pertinent to the local area may not necessarily qualify them for inclusion in the Legacy Collection. If the book has an older publishing date, but does not uphold significance to the Fairhope region, library, or community, then the book will not be considered. If the books are pertinent to local history and physically able to circulate but not tied to the library's history or Fairhope, then they will be considered for the Alabama History Collection instead. If they are recent titles that aren't rare or hard to obtain then those titles may be more suitable to the Alabama History, Fiction, or Nonfiction collections for circulation to the public.

PATRON REQUESTS FOR PURCHASE:

The Library welcomes patron interest in the collection and will seriously consider all requests for specific materials. The Library is under no obligation to fill any particular request if not deemed suitable to the collection, and/or depending on budget appropriations. A patron who has a suggestion for a specific item to be purchased should fill out a "Suggestion for Purchase" form. See [Appendix E](#) for sample request form.

REQUEST FOR RECONSIDERATION OF MATERIALS

The controversial nature of materials shall not be deemed a sufficient reason for removal unless and until the material has been subjected to a full formal review as outlined as follows:

Because tastes and opinions differ, some resources the Library acquires may be offensive to some patrons. Neither the majority nor minority have the right to curtail free access by anyone to published material. If, however, a patron objects to material held by the Library, he or she may submit a *Request for Reconsideration of Library Materials Form* ([see Appendix F](#)).

In no instance will material be removed on demand. All considerations of request to remove materials will be reviewed using the principles of this selection policy statement as a guide.

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In order to have their request considered, the patron must:

- Be a resident of Baldwin County
- Be a current registered borrower of a Baldwin County Library
- Read/listen/view the material in its entirety
- Submit the required form (one title, one form) to the Library Director
- Supply his or her full name and address. Anonymous complaints will not be considered

After the complaint is received, the Library Director will review the reasons for the complaint and the material in question.

If the patron is not satisfied with the Director's action, the patron may request that the Library Board review the material. The decision of the Library Board shall be final. The decision on each title will remain in effect for five (5) years.

Please refer to [Appendix A](#) to review our commitment to the Library Bill of Rights.

DONATION OF MATERIALS

The library gratefully accepts donations of books and other materials provided they meet the Library's collection development policies and procedures, and, in the opinion of the professional staff, they enhance the value of the Library's collection.

Donated materials may or may not become a part of the Library's collection according to collection development policies.

FHPL does not accept unsolicited items for donation directly from an author, publishing house, distributor, or other company or individual, including books written or published by said person or entity. The Library will use third-party review sources to evaluate material an author wishes to donate to the library or requests that the Library purchase. Selection of these materials will be based on the quality of these reviews and their sources. Weight is given to publications such as Publishers Weekly, Book List, Library Journal, School Library Journal, and Kirkus Review.

If an author's work is selected by the library based on the quality and quantity of third-party reviews, book-signings or other programs hosted by an author are at the discretion of Programming Staff and the Director.

Disposition of donated materials, not meeting this selection criteria, shall be at the discretion of the Library Director. Due to the high volume of donations the library will not be able to return donated items if it is decided that it will not be added to the collection. There is a form to complete describing the patrons' donations and their intentions with the donation, i.e. add to the collection, given to the Friends of the Fairhope Public Library to be sold in a sale or at the book store ([see Appendix K](#)).

A receipt acknowledging any donation of materials will be provided upon request ([see Appendix D](#)). The Library does not accept responsibility for assigning a dollar value to such materials.

Items must be in good/excellent condition and free of odor, mold and infestation. Items that are dirty, damaged, marked, torn or otherwise in poor condition will not be accepted.

If the donated item is not added to the Library's collection, it will be given to the Friends of the Fairhope Library, a support group of the Library, for resale in their book store or book sales. Funds raised through these sales will be used to purchase special items for the Library or to fund special library programs. Items not sold by the Friends may be donated to other groups or recycled.

OTHER DONATIONS

The library will also accept monetary donations, memorials and honorariums.

The Director will send letters to patrons/friends who give monetary donations, which are tax deductible.

The Circulation Assistant will provide forms for memorials and honorariums. It is helpful if you supply the designee's preferences (i.e., favorite genre, author, collection, etc.)

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MAINTENANCE OF THE COLLECTION

The collection will be periodically examined for the purpose of weeding, inventory, or repair of materials to maintain and balance a timely and appealing collection. Reasons for withdrawal of materials are:

- Poor physical condition
- Obsolete and inaccurate information
- Lack of reader interest as evidenced by circulation statistics
- Duplicates not justified by demand
- Items that do not meet current selection criteria

DESELECTION PLAN

Assignment of responsibility

- Responsibility for weeding, evaluating, and selecting materials in the Library Collection is assigned to the Library Director, who may delegate duties to the Department Heads.

Weeding process

- Circulation statistics will be gathered for the library collection.
- The Director and Department Heads will determine sections to be weeded.
- Weeding will be done according to the book, *The Crew Method Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries*, (rev. ed.) by Belinda Boon.
- All items that are to be discarded will be pulled from the shelf and stamped as “withdrawn.”
- Technical Services will withdraw items from the OPAC.
- Withdrawn materials will be offered to the Friends of the Library online book dealer.
- Withdrawn materials may be made available for free to patrons of the Library.

Evaluation Process

- Strengths and weaknesses of the section will be determined.
- Standard sources and lists will be compared to existing collection to determine gaps, weak areas, and important works missing from collection.
- Select and order replacements. Compare the weeded books that were set aside for replacement with titles in recent editions of collection bibliographies and indexes for possible newer titles.

Selection Process

- We believe that “selection is the heart of collection development.”
- Priorities will be observed in the selection of replacement of resources. (see page 41)
- Reviews will be read for evaluative guidance in selection: journals, dedicated subscriptions, etc. (see page 41)
- Using priorities set in “Evaluation Process” (see above) and available lists of recommended resources, current available items will be selected for purchase.
- Selection will be patron driven.
- Special attention will be paid in adding those resources needed to meet the *Standards for Public Libraries* as set out by the Alabama Public Library Service.

APPENDIX A LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other Library resources should provide for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a Library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

A history of the Library Bill of Rights is found in the latest edition of the Intellectual Freedom Manual.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific Library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.

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APPENDIX B FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for new Ideas and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that Idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely

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from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are safer, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative*

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responsibility, they can demonstrate that the answer to a "bad" book is a good one; the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are major channels by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

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APPENDIX C LABELING AND RATING SYSTEMS

An Interpretation of the LIBRARY BILL OF RIGHTS

The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access. Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library. Labeling systems present distinct challenges to these intellectual freedom principles.

Labels may be a library-sanctioned means of organizing resources or providing guidance to users. They may be as simple as a colored dot or strip of tape indicating reference books or fiction or as elaborate as the Dewey Decimal or Library of Congress call number systems.

Labels as viewpoint-neutral directional aids are intended to facilitate access by making it easier for users to locate resources. Users may choose to consult or ignore the directional aids at their own discretion. Viewpoint-neutral directional labels are a convenience designed to save time. These are different in intent from attempts to prejudice, discourage, or encourage users to access particular library resources or to restrict access to library resources. Labeling as an attempt to prejudice attitudes is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library resources.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language, or themes of the resource, or the background or views of the creator(s) of the resource, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage, or prohibit users or certain groups of users from accessing the resource. Such labels sometimes are used to place materials in restricted locations where access depends on staff intervention.

Directional aids can also have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling. Even well-intentioned labels may have this effect.

Prejudicial labeling systems assume that the libraries have the institutional wisdom to determine what is appropriate or inappropriate for its users to access. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The American Library Association opposes the use of prejudicial labeling systems and affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access.

Adopted on June 30, 2015, by ALA Council.

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APPENDIX D ACKNOWLEDGEMENT OF DONATED MATERIALS

The Friends of the Fairhope Public Library accept gifts of new and used books, audio-visual materials, and other similar materials. Once donated, items become the property of the Friends. They will be made available for use by the Fairhope Public Library and may be added to the Library's collection within the selection policy of the Library and withdrawn when necessary.

Donated materials may also be given to other libraries or non-profit agencies, sold, traded, or discarded if they are not deemed usable.

Donated items will not be returned to the donor, and the Friends will not accept any item that is not an outright gift.

If items are being donated to obtain a tax benefit, a receipt can be obtained at the Circulation Desk. The Friends will acknowledge receipt of donated items, but are unable to set a fair market or appraisal value. It is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value.

Please print the following information:

Donor's name: _____ Telephone number: _____

Street _____

City, State, and Zip Code: _____

<u>Type of Material</u>	<u>Number of Items</u>
Hardback Books	_____
Paperback Books	_____
CDs	_____
DVDs	_____
Other (specify)	_____

Materials Received By: _____ Date: _____

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APPENDIX E SUGGESTION FOR PURCHASE

Date Requested: _____

*Mark Your Selections for Section and Type of Material
Choose 1 in each section*

- ☐ Adult
- ☐ Children's
- ☐ Teens

- ☐ Fiction
- ☐ Non Fiction

- ☐ Book
- ☐ Audiobook
- ☐ Music CD
- ☐ DVD
- ☐ E-Book
- ☐ E-Audiobook
- ☐ Magazine

Title: _____

Author: _____

ISBN: _____

Thank you for your suggestion. You may check the Online Catalog or New Shelf in a few weeks to see if the above has been added to the collection.

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APPENDIX F REQUEST FOR RECONSIDERATION OF MATERIALS

Please read our Reconsideration of Materials Policy prior to submitting this form (located on our website)

This form will not be accepted if the book has not been read in its entirety by the complainant.

The decision on reconsideration of a specific title will remain in effect for five years.

1. Name of Complainant: _____

2. Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

3. Do you have a current library card from any Baldwin County library? _____ (Required)

4. Are you a resident of Baldwin County? _____ (Required)

Only residents of Baldwin County may submit a request for reconsideration.

5. Do you represent yourself? _____ or, do you represent an organization: _____

Name of organization: _____

6. Objection is to: ___Book ___Audiobook ___DVD ___CD ___Playaway ___E-book ___Magazine

7. Have you read/heard/seen the entire work? _____ Yes/No

Reconsideration forms will not be accepted unless the complainant has read the entire work.

8. Author: _____

9. Title: _____

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10. For what age group would you recommend this work?

11. Have you researched literary and professional journals for reviews? _____ Yes/No

12. Please list the resources you have used in your research.

13. What do you believe is the theme of this work?

14. What is your specific objection to this material? _____

15. In your opinion, is there anything good about this material? _____

16. What do you feel might be the result of reading/hearing/viewing it? _____

17. What action would you recommend be taken regarding the use of this material? _____

18. Other comments: _____

Signature _____ Date _____

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APPENDIX G ADULT VOLUNTEER APPLICATION

Date Received _____

_____ Initial here if you are 18 or older

If age 17 or younger please complete a Teen Volunteer Application

Contact Information

Name	
Street Address	
City, State, ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Availability

During which hours are you available for volunteer assignments?

Morning: ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday

Afternoon: ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday

Evening: ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday

Interests

Tell us which area you want to volunteer. Choose from the task list on the last page!

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports:

Previous Volunteer Experience

Volunteered at FHPL before ___ Yes ___

No Summarize your previous volunteer experience:

Person to Notify in Case of Emergency

Name	
Home Phone	
Work Phone	

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Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Volunteer Indemnity and Hold Harmless Agreement

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

The undersigned does hereby agree to fully release, indemnify, defend and hold harmless the City of Fairhope, the Fairhope Public Library and any of their officers, officials, employees, agents and the like from and against any and all liability, loss, damage, expense of costs (including attorney's fees) arising in any way out of my volunteer activities except where such liability results from the sole negligence or willful misconduct of the City of Fairhope or the Fairhope Public Library.

Please Note: The Fairhope Public Library do not provide insurance coverage for volunteers.

I further understand that I will not be paid for my services as a volunteer. I also understand that the Fairhope Library is a smoke- free, drug- free, and alcohol-free environment and I will not participate if under the influence of alcohol or illegal drugs.

I understand that all library users have a legal right to privacy. Any and all information pertaining to anyone's use of the Fairhope Public Library will be held as strictly confidential.

Signature: _____ Date: _____

Thank you for completing this application form and for your interest in volunteering with us.

(Volunteer Task List is on following page)

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Volunteer Task List

The following is a list of tasks/activities that our volunteers/community service workers can do, after completing the updated volunteer application form and going through a short orientation:

- The volunteer supervisor will determine which tasks to assign volunteers depending on Library needs.
- Cleaning books, CDs and/or DVDs
- Shelving books (requires training)
- Cover books (requires instruction)
- Affixing/removing DVD and CD labels
- Shelf reading (requires training)
- Straightening books on shelves
- Teaching computer classes
- Cleaning computer stations and surrounding areas
- Disinfecting phones, computer keyboards, computer mouse, water fountains, counter tops, and table tops
- Dusting shelves, counters and table tops
- Assisting staff with simple projects
- Cleaning designated interior windows, glass front cases, and entrance door glass panes (remove fingerprints and gummy residue from displays)
- Filing
- Organizing meeting room schedules and making copies of brochures
- Designing and typing brochures, posters, and informational hand-outs
- Recording obituary data from CD

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APPENDIX H TEEN VOLUNTEER APPLICATION

Date Received _____

Contact Information

Name	
Street Address	
City, State, ZIP Code	
Phone	
Text OK?	
E-Mail Address	
T-Shirt Size	
DOB	
School	
Parent/Guardian Name	
Parent/Guardian Phone	
Parent/Guardian Email	

Availability

(mark your choices):

Morning: ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday

Afternoon: ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday

Evening: ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday

Have you volunteered at FHPL in the past? Yes No

Preferred Work Area: General Children's Programs MakerSpace

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Volunteer Indemnity and Hold Harmless Agreement

The undersigned does hereby agree to fully release, indemnify, defend and hold harmless the City of Fairhope, the Fairhope Public Library and any of their officers, officials, employees, agents and the like from and against any and all liability, loss, damage, and expense of costs (including attorney's fees) arising in any way out of my volunteer activities except where such liability results from the sole negligence or willful misconduct of the City of Fairhope or the Fairhope Public Library. ***Please note: The City of Fairhope and the Fairhope Public Library do not provide insurance coverage for volunteers.***

I further understand that I will not be paid for my services as a volunteer. I also understand that the Fairhope Library is a smoke-free, drug-free, and alcohol-free environment and I will not participate if under the influence of alcohol or illegal drugs.

I understand that all library users have a legal right to privacy. Any and all information pertaining to anyone's use of the Fairhope Public Library will be held as strictly confidential.

I understand that as a volunteer I am expected to be dependable and show up on time for my assigned shift or call (251-929-1465) in advance if I will not be available or will be late.

Volunteer Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Parent Name (printed): _____ Phone: _____

*****Turn in to the Fairhope Public Library Youth Services Department*****

Office Use Only

Date Received:

Received by:

Email sent on:

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APPENDIX I COMMUNITY SERVICE APPLICATION

Date Received _____

_____ Initial here if you are 18 or older

If you are younger than 18 years of age you must obtain a parent or guardian signature to volunteer.

Contact Information

Name	
Street Address	
City, State, ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	
Emergency Contact Name	
Emergency Contact Phone	

Availability

During which hours are you available for volunteer assignments?

Morning: ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday

Afternoon: ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday

Volunteered at FHPL Before? Yes____ No____

Reason for Community Service _____

Number of Hours You Have to Complete _____

Deadline to Complete Service Hours _____

IMPORTANT:

To qualify for a community service position at the Fairhope Public Library your offense must be a misdemeanor and of a non-violent nature.

Under no circumstances will the library knowingly engage persons charged as being a sex offender or persons charged of criminal theft for any volunteer position.

Signature: _____ Date: _____

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Volunteer Indemnity and Hold Harmless Agreement

It is understood that the community service volunteer will perform solely as an individual on a voluntary basis. The community service volunteer is not an employee, contractor, or agent of the Fairhope Public Library, the Fairhope Public Library Board of Trustees, the City of Fairhope, its staff or officials or persons or agencies for whom community service is provided. It is also understood that the community service volunteer will not receive any benefits or compensation, except as specifically provided for in this agreement.

It is further understood the community service volunteer will be working under the supervision of the Fairhope Public Library staff. The community service volunteer is responsible for seeing that the work sheet given to them by the Court, County, or State is signed each day of work. The community service volunteer is responsible for their work record. The community service volunteer will perform whatever duties assigned by the Library staff. The community service volunteer will dress in an appropriate manner for his or her duties. Professional behavior, language and actions are expected each day of service or the service opportunity may be terminated. Duties repeatedly not done correctly and/or in a timely manner may result in their service opportunity being terminated. If the community service volunteer misses a scheduled date and time of service without prior notification, their service opportunity may be terminated. The undersigned also understands that the Fairhope Library is a smoke-free, drug-free, and alcohol-free environment. If the community service volunteer is found to be under the influence of alcohol or illegal drugs the service may be terminated.

It is further agreed that the undersigned does hereby compromise and forever release, acquit, discharge, indemnify, and covenant to hold harmless the Fairhope Public Library, the Fairhope Public Library Board of Trustees, the City of Fairhope, its staff and officials and any agency or person for whom community service is performed. Also from any and all actions, cause of action, claims, liability, demands, damages, costs, loss of service, medical expense and compensation, on account of, or in any way growing out of any and all known and unknown personal injuries, property damage, or other type of damage which the undersigned may herein after have, individually and/or as a parent or guardian of said community service volunteer, resulting from this Community Service Contract/Agreement and the participation of the community service volunteer in the volunteer service work at the Fairhope Public Library.

In making this agreement and signing this liability release, we do so freely and voluntarily and rely wholly upon our own judgment, belief, and knowledge and have not been influenced to any extent whatsoever by any representation or statements not contained in this agreement.

Community Service Volunteer: _____

Parent/Guardian (if under 18 years of age): _____

Fairhope Library Employee: _____

Date: _____

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APPENDIX J FAIRHOPE PUBLIC LIBRARY INTERLIBRARY LOAN

Fairhope Public Library Interlibrary Loan Request Form

- Books from libraries outside Baldwin County Libraries are available for loan through our Interlibrary Loan Service but depend on availability from lending libraries.
- *Books published within the last year are not available for loan.*
- *A/V materials such as CD's and DVD's, e-Resources, Special Collections and Reference materials are not available for loan.*
- A \$5.00 per book fee or \$3.00 minimum for periodicals/journals, is due at time of the request. Loans from academic and specialty libraries may incur further lending fees. Patrons will be advised of extra charges before requests are processed.
- If you have questions, please check with library staff.

Please fill out form as completely as possible.

Date Requested: _____

Author: _____

Title: _____

Publisher: _____ Date of Pub. _____

Name: _____ Card Number _____

Please enter phone OR email address for preferred contact info.

Phone _____ E-mail _____

Office Use Only

Ordered _____ In _____ Date Due _____ Returned _____

ILL _____ AL Holdings? Y N String _____

Borrowed from _____ Special Notes _____

Request Fee Collected _____ Fees from Lending Library _____

APPENDIX K BOOKS DONATED FOR CONSIDERATION FOR THE FAIRHOPE PUBLIC LIBRARY COLLECTION

The library gratefully accepts donations of books and other materials provided they meet the Library's collection development policies and procedures, and, in the opinion of the professional staff, they enhance the value of the Library's collection.

Donated materials may or may not become a part of the Library's collection according to collection development policies. Disposition of donated materials not meeting this selection criteria, shall be at the discretion of the Library Director.

Due to the high volume of donations, the library will not be able to return donated items if it is decided that they will not be added to the collection.

A receipt acknowledging any donation of materials will be provided upon request. The Library does not accept responsibility for assigning a dollar value to such materials.

Items must be in good/excellent condition and free of odor, mold and infestation. Items that are dirty, damaged, marked, torn or otherwise in poor condition will not be accepted.

If the donated item is not added to the Library's collection, it will be given to the Friends of the Fairhope Library, a support group of the Library, for resale in their book store or book sales. Funds raised through these sales will be used to purchase special items for the Library or to fund special library programs. Items not sold by the Friends may be donated to other groups, recycled or discarded.

The Library is most interested in the following types of materials for inclusion in its collection.

- Hard cover current novels for recreational reading (less than 1 years old)
- Hard cover non-fiction books with current information (less than 1 years old)
- Hard cover current children's books (less than 2 years old)
- Books of local interest i.e. Fairhope, Baldwin County, State of Alabama, local or Alabama authors

APPENDIX L ACKNOWLEDGMENT AND CONSENT FOR COLLECTION(S) ACCESS

Parent/Guardian Library Card # 20282_____

Minor's Library Card # 20282_____

Acknowledgment and Consent for Collection(s) Access

Dear Parent or Guardian,

We appreciate your engagement with Fairhope Public Library and your child's interest in exploring our collections. Before granting access to our collections, please read and sign the following acknowledgment and consent form.

I, _____, acknowledge that my child, _____, is interested in accessing the collection at Fairhope Public Library.

Choose which level to grant your child access to (initial next to one):

_____ (initial) All Collections including adult

_____ (initial) Teen Collections and younger

_____ (initial) Juvenile Collections

I understand that the library collection as a whole contains a wide array of material that can include mature content.

Responsibility for what children read rests with parents and/or legal guardians, not the library.

I understand that individual sensitivities and preferences may vary, and that it is an individual's responsibility to decide what material is appropriate for their own personal consumption. With this stated, I give permission to my youth to have access to some or all of the library's holdings depending on my selection above.

I release Fairhope Public Library, its staff, and affiliates from any liability or responsibility for my child's choice of materials. I recognize that Fairhope Public Library aims to promote learning, literacy, and a love for reading. I agree to engage in open communication with Fairhope Public Library regarding any concerns or questions I may have.

I understand if I am visiting other Baldwin County Libraries that policies may differ. I understand that Fairhope Public Library shares and receives materials through the Baldwin County Public Library System. Materials borrowed from other libraries may include content of a more mature nature than what my child has previously encountered. It is up to me as the parent to supervise materials requested from other libraries.

I have read and understand the terms of this acknowledgment and consent form. By signing below, I grant permission for my child to access the collection at Fairhope Public Library with the above restrictions.

Signature: _____ [Parent/Guardian Name]

Date: _____

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APPENDIX M REQUEST FOR PUBLIC RECORDS

Individuals making a request must present a copy of an Alabama voter's registration ID or an Alabama driver's license at time of submission.

Physical copy of form must be submitted in person or mailed to:

FAIRHOPE PUBLIC LIBRARY
501 Fairhope Avenue
Fairhope, AL 36532

REQUEST FOR PUBLIC RECORD/S

I, the undersigned, hereby request copies of the following records of the Fairhope Public Library:
(Please be specific)

Please state reason for request:

Date of this Request: _____

Records requested: _____

Name of Person/s requesting: _____

Physical Address: _____

Mailing Address: _____

Telephone Number: _____ Business Telephone: _____

E-mail Address: _____ Cell Phone Number: _____

Signed: _____

Date: _____